



FOR PTO USE ONLY
RECEIVED ON: _____
APPROVED ___Yes ___No

Merrimac PTO

Appropriations Request

Please fill out this form completely and submit directly to the PTO mailbox in your school.

Date: _____ Total Funds Requested: _____

Request For: _____

Submitted by: _____ Email: _____

School: _____ Frederick N. Sweetsir _____ Helen R. Donaghue

Please explain the rationale behind your request (please feel free to attach an additional page):

Attach any additional information regarding your request, including price quotes from at least two different vendors. The PTO membership **requests** your presence at our monthly meeting to answer questions regarding your request.

The PTO would like to see our funds used to benefit the greatest number of students and continue to enrich future classes.

ALL requests submitted to the PTO will be presented to our membership for a vote to appropriate the funds. If approved, receipts **MUST** be submitted for payment. Please submit your request before our biannual review of requests. Requests will be reviewed at the October and February meetings.

To avoid paying a sales tax on items you purchase, please use the PTO's tax exempt number: 043-568-234